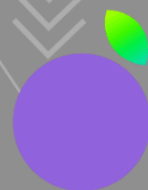




GOOGLE WORKSPACE TRAINING

DAMSON CLOUD Google Workspace Training Programme

**SPECIALISED TRAINERS WITH IN-DEPTH KNOWLEDGE OF
GOOGLE WORKSPACE SOLUTIONS**



Damson Cloud Google Workspace Training Programme



[Google Guides introduction to Google Workspace \(3-4 hours\)](#)

[Short Introduction to Google Workspace \(1 hour-90 mins\)](#)

[Product focused training - Gmail \(1 hour-90 mins\)](#)

[Product focused training - Drive \(1 hour-90 mins\)](#)

[Product focused training - Docs \(1 hour-90 mins\)](#)

[Product focused training - Basic Sheets \(1 hour\)](#)

[Product focused training - Advanced Sheets \(90 mins-2 hours\)](#)

[Product focused training - Slides \(1 hour-90 mins\)](#)

[Product focused training - Forms \(30 mins-1 hour\)](#)

[Product focused training - Sites \(45 minutes-1 hour\)](#)

[Product focused training - G+ \(45 minutes-1 hour\)](#)

[Chromebook/Chrome OS Training - 30 minutes](#)

[VIP/121 Training](#)

[PA Training \(1-2 hours\)](#)

[Advanced Training](#)

[Tips & Tricks](#)

[Remote Training via Hangouts Meet](#)

Google Guides introduction to Google Workspace (3-4 hours)



Session content

Introduction

- Login to Chrome
- 2-step verification
- Chrome Browser

Mail

- Overview
- Settings - undo send, preview pane
- Tips to increase productivity
- Smart Compose & Smart Reply
- Snoozing emails
- Scheduling
- Confidential mode
- Attachments/Drive links
- Labels
- Stars
- Mastering the search
- Filters to automate emails
- Composing, forwarding and replying
- Contacts
- Google Keep
- Mail Delegation
- Themes

Chat

- 121 Chats
 - Content Options
- Rooms (Group collaboration)
 - Threads
- Setting up a Video Call in Chat
- Group Chats
- Settings (Notifications)
- Increase productivity with chat Bots
- Mobile app

Meet

- Creating a Video Conference
- Setup via Calendar

- Mobile app

Calendar

- My Calendar/Other Calendars
- Settings
- Creating an Event
- Sharing Calendars
- Reminders & Notifications
- Searching calendar
- Team Calendars
- Tips to increase productivity

Break

Drive

- Layout/navigating Drive
- My Drive/Shared with me
- Shared Drives
 - Layout/navigating
 - Creating Team Drives (where appropriate)
 - Creating Sub Folders - within Team Drives (where appropriate)
 - Adding Members/Access Levels
 - Document / File Sharing Beyond the Team
- Creating folders and sharing folders
- Creating files; docs, sheets, slides.
- Document; sharing, commenting, downloading, explore, translate, suggested edits, revision history
- Priority & Workspaces
- Intro to Forms (if time allows)
- Uploading files
- Converting
- Searching Google Drive

Exercise

Q&A

Short Introduction to Google Workspace (1 hour-90 mins)



Early adopter session content

Introduction

- Training Slides
- Login

Mail

- Overview
- Settings - General/Advanced (preview pane, Canned responses)
- Labels
- Chat
- Stars
- Search not Sort
- Filters vs Rules
- Composing, forwarding and replying. - trimmed content, attachments.
- Contacts
- Tasks & Keep (if time allows)

Calendar

- My Calendar/Other Calendars
- Settings/Labs
- Creating an Event
- Sharing Calendars

Drive

- Layout/navigating Drive
- My Drive/Shared with me
- Brief intro to Team Drives
- Creating folders and sharing folders
- Creating files; docs, sheets, slides.
- Document; sharing, commenting, downloading
- Uploading files
- Converting
- Searching Google Drive

Q&A

Product focused training - Gmail (1 hour-90 mins)

This session can be an intro or a tips & tricks session. See content on [intro session](#).



Product focused training - Drive (1 hour-90 mins)

Session content

Drive

- Layout/navigating Drive
- My Drive/Shared with me
- Shared Drives
 - Members (access permissions)
 - Sharing
 - Settings
- New
 - Creating folders and sharing folders
 - Creating files; docs, sheets, slides
 - Templates
- Uploading files
 - Editing Microsoft files
 - Converting
- Searching Google Drive
- Priority and Workspaces
- Working Offline



Product focused training - Docs (1 hour-90 mins)

Session content

- Templates
- Sharing - setting permissions and changing permissions
- Collaboration
 - Suggested edits (*track changes*)
 - Working with comments (actions)
 - Version history
 - Making copies
 - Email as attachment
- Conversion
 - Max size is 50Mb
 - Formatting may be affected
- Formatting options
 - Alignment / fonts (adding) / line spacing / format painter etc...
- Paragraph styles
 - Set own style
- Working with Tables
 - Creating / borders / colours
- Images
 - Insert from computer / drive
 - Via Explore tool
 - Image editing options
- Headers and footers
- Preferences on the Tools menu (*set up word shortcuts*)
- Working with links (bookmarks)
- Explore tool
- Voice typing
- Translate
- Printing
 - Add page numbers
- Keep integration
- Add-ons



Product focused training - Basic Sheets (1 hour)

This session can have topics removed/added for basic and advanced sessions

Session content

- Sheet creation (from Drive app and sheet app)
 - Choose from a template
- Screen layout
- Collaboration
 - Sharing
 - Protecting ranges and sheets
 - Adding Notes to cells
 - Adding / managing Comments (Actions)
 - Notification Rules
- Converting
- Data Manipulation
 - Filtering data (Personal filter views)
 - Conditional formatting
 - Data validation
- Explore feature
- Add-ons
 - Installing and managing add-ons



Product focused training - Advanced Sheets (90 mins-2 hours)

Session content

- Collaboration recap
 - Protecting sheets & ranges
- Converting recap
 - Issues converting from Excel
- Data Manipulation
 - Data validation
 - Conditional Formatting (Custom formula)
- Learn about functions & formulas
 - VLookup
 - Google Formulas
 - ImportRange
- Visualise data
 - Charts
 - Pivot Tables
 - Inserting into Docs & Slides
 - Explore feature
- New Reporting features
 - Themes
 - Slicers
 - Scorecard charts
- Hyperlinks
- Recording Macros (not including scripting)
 - Data clean up options
- Installing and managing add-ons



Product focused training - Slides (1 hour-90 mins)

Session content

- Screen layout and navigation
- Page setup
- Create slide deck
 - Use current template gallery
 - Themes
 - Add new slides
 - Text boxes
 - Layouts
- Working with the Master Slide
- Working with images / shapes
 - Image options
 - Lines and connectors
 - Diagrams
- Adding animation
 - Transition
- Explore feature
- Collaboration
 - Similar to Google Docs
- Printing
 - Slides / handouts / notes
- Presenting
 - Speaker notes
 - Q&A feature
 - Pointer
 - Captions



Product focused training - Forms (30 mins-1 hour)

This can be included in the Sheets training

Session content
<ul style="list-style-type: none">● Form creation (templates)● Question types● Sections● Branding● Sharing/Sending● Responses● Analysing responses using Sheets● Add-ons

Product focused training - Sites (45 minutes-1 hour)

Session content
<ul style="list-style-type: none">● Pages● Themes● Branding● Embedding<ul style="list-style-type: none">○ Docs○ Images○ Videos○ Maps○ Forms● Sharing<ul style="list-style-type: none">○ Publicising



Product focused training - G+ (45 minutes-1 hour)

Session content
Introduction <ul style="list-style-type: none">● Create a profile<ul style="list-style-type: none">○ Update your profile● Post and share content<ul style="list-style-type: none">○ Plus One
<ul style="list-style-type: none">● Create Communities<ul style="list-style-type: none">○ Create○ Invite Members○ Update○ Remove Posts or People○ Delete Community
<ul style="list-style-type: none">● Tips and Tricks for G+<ul style="list-style-type: none">○ Tag People in posts○ Pin a message○ Use Hashtags○ Find Posts or Communities
Q&A



Chromebook/Chrome OS Training - 30 minutes

This session can be combined with an [introductory session](#)

Session content

- The Sign-in Screen
- The Chrome Browser
- The Shelf
- Window Control
- Status Area and Settings
 - Enabling/Disabling Wifi
 - Storage management
- Files
- Desktop Area
- Keyboard Shortcuts
- Working Offline on ChromeOS
- Setting your ChromeOS Language



VIP/121 Training

This training is for senior and Director level staff who wish to learn more to be able to make the most of ways Google tools could improve their and their teams' work.

This training also focuses on mobile usage from different devices such as smartphones and tablets.

This training is usually conducted in a one-to-one setting with the senior staff member and possibly their PA. The training is very flexible and can cover areas of particular importance to the specific staff member. Senior staff have the option of attending the general user training and supplementing it with a one-to-one session, or just using this session as a bespoke consultation where their use-cases and needs will be addressed.

PA Training (1-2 hours)

This session outline is a comparison from Outlook to Google Workspace. Spending time with PA's before these sessions is always beneficial, especially if they are using a different email system to Outlook.

Session content
Introduction <ul style="list-style-type: none">● Introductions - (each delegate introduces with what they are hoping to get out of the session)
Mail <ul style="list-style-type: none">● Overview● Accessing your Manager's mailbox● Send on behalf of manager from own mailbox● Using Labels to flag emails● Using Stars to flag emails● Search not Sort● Settings - preview pane, filters● Using Canned Responses to create email templates● Adding attachments from Drive● Contact groups● Using Tasks to flag emails for a follow-up



- Priority Inbox

Calendar

- My Calendar/Other Calendars
- Settings/Labs
- Suggested times
- Find a time - side by side calendar view
- Forwarding a calendar event
- Sharing Calendars - separate to Mail
- Notifications from your manager's calendar
- Using reminders in calendar
- Searching calendar
- General tips eg. dragging calendar tab to a new window

Exercise/Q&A

Advanced Training

This would be aimed at advanced users, this could be a finance team for example. It would go into the apps in more depth and ignore the basics.

Tips & Tricks

All the cool stuff and tips to save you time! Again this would be for more advanced users who have mastered the basics.

Remote Training via Hangouts Meet

Training via Meet is great for people short on time or for offices that are far apart. These sessions are more of a demo of the products as opposed to the interactive nature in classroom sessions, however we use the Slides Q&A feature to answer questions that crop up during training.

Hangouts Meet sessions are ideal for drop ins, Q&A's and product focused training.

